

May 2007

News and Notes:

Submission Deadline June 15, 2007

This submission should include all students enrolled at any time during the 2006-2007 school year. All students included in all previous reporting periods must also be included in this submission. It is very important to complete the spring updates and any corrections to the data to the department as soon as possible. The data submitted this spring will be used to determine AYP calculations for NCLB report cards.

Preparing for the Spring (Final) Submission of 2006-2007:

Complete the following steps to update your database for the spring submission.

1. Make sure all students who have attended at any point during the school year are included in your database.
2. If a student has exited your school be sure to give them an appropriate status end date and reason for leaving. If you have questions about which code is appropriate – please contact our office.
3. **For graduating seniors, the end date and exit code must be completed.** The exit code for all students who graduate from high school (these students have attained sufficient credits to receive a regular high school diploma) should be reported with an exit code of 4-Student graduated. **Do NOT code 8th grade students or students who will continue to receive special education services until the age of 21 – they are NOT graduates!** Seniors who graduate earlier in the school year (i.e. December) should be given an end date as of the day they graduated, not the last day of school. A graduation rate for NCLB purposes is based on this data submission – please make sure all students are correctly reported. If the student did not receive a signed diploma he/she must NOT be reported as a graduate.
4. Students must have the days absent field completed. This number should reflect the days absent for the entire year. Elementary and middles schools reporting 100% attendance rate will be contacted for corrections!

State Edition (SIMS Net) Users Only – WebEx Training Sessions:

Districts who currently directly enter or upload state reporting data to South Dakota will have the opportunity for free Upgrade Training via WebEx the week of May 7 – 11th. Go to <http://cpu.infinitecampus.com/icu> to create an account to register for available classes.

Instructions to Create an Account

1. Click on My Account
2. Click on Create Account
3. Complete the requested information
4. Your account will be verified and you will receive an email to that confirming your account.
5. Once you receive the confirmation email you can register for classes

Instructions to Register for Classes:

1. Go to <http://cpu.infinitecampus.com/icu/>
2. Log in to your account
3. From the Type drop-down list select "Course"
4. From the Status drop-down list select "Open"
5. From the Delivery drop-down list select "WebEx"
6. Click on the name of the course to register for it.
7. Click on the "Register Now" button.
8. Click on the "Other" radio button and enter Pre-Paid in the text box.
9. Repeat steps to register for additional courses.

ICU (Infinite Campus University):

Please check out the attached ICU (Infinite Campus University) Spring 2007 Catalog. These are the webex classes that South Dakota districts can register for and take through the Internet on an unlimited basis.

Go to the ICU catalog:

<http://doe.sd.gov/ofm/sims/newsletter/ICUSP07.pdf>

or

<http://cpu.infinitecampus.com:8080/icu/>

Select Customers from the audience drop-down list Register for REC 999. Once Angie verifies that it is ok for the registrant to download the recording the customer will receive a confirmation email with a link.

Here are the directions for accessing the recordings:

1. Click on the link provided by WebEx via email
2. On the left side of the screen click on Recorded Session
3. Select the radio button of the recording you would like to view or download
4. A prompt will appear for the registration password which is 111111 for public recordings and 222222 for NASIS recordings
5. A prompt will appear to register – the customer should complete the registration page
6. Click on view – to just watch the recording or Download to save it to their desktop

To listen to the recordings after down load the Customer will need the WebEx Player available free from:

<http://www.webex.com/lp/player/download.html>

The directions above are provided in the course description and in the email the customer receives from WebEx.

Email: icu@infinitecampus.com or call Angela Kearney at 651-204-3219 if you have questions about registering on-line.

Overlaps, Transfers and Exiting Students

We will soon be running the overlap reports. These overlaps need to be resolved by June 15th. Any unresolved overlaps will be resolved by Department of Education staff.

When a student transfers from your district to another district, be sure to update your student data in a timely manner. Periodic updates will help eliminate duplicate records. If a student is absent for an extended period of time and you do not receive a request for transcripts for the child, refer to the administrative rule listed below.

24:17:03:06. Mandatory dropping of students. Any student who has an unexcused absence of 20 consecutive school days shall be dropped from the count of the attendance center retroactive to the last day the student attended school or had an excused absence. An excused absence includes medical illness and enrollment in a short-term group care education program for up to 90 consecutive school days.

If the student returns anytime after the 20 school days, the student must still be dropped then re-enrolled. Create a new entry and use the day he returns as the status start date.

Title I Status Codes:

Reminder: Please use the Title I codes- ONLY if a school is Targeted Assisted Title I.

Title I Health/ Dental/ Eye Care
Title I Science
Title I Supporting Guidance/Advocacy

Title I Math, Title I Reading
Title I Social Science
Title I Vocational

How to Accurately Report Exit/Withdrawal Data:

To ensure accuracy and comparability of our exiting data please review the below codes for assigning an appropriate exit code. If you have any questions regarding the definition of any of the below types please contact our office.

Exit/Withdrawal Type--The circumstances under which the student exited from membership in an educational institution based on the following codes:

- 01 Student was expelled
- 02 Student discontinued education – **dropout*** (see below definition of a dropout). **Students leaving school to pursue a GED or to be home schooled must be reported as drops!**
- 03 Student transferred to another accredited school or district in the state **(student data file must include a request for transcript)**
- 04 Student **graduated** (student has attained the credits needed to obtain a regular diploma)
- 05 Student died
- 06 Student transferred to an institution (correctional facilities, mental hospitals, etc)
- 07 Student reached maximum age for receipt of special ed services (21)
- 08 Student transferred out of state **(student data file must include a request for transcript)**
- 09 Colony student who completed grade 8 **(student has been excused from public school attendance, SDCL 13-27-1.1)**
- 10 Student retained
- 11 Student continues
- 12 Persistently Dangerous Transfer
- 13 School Improvement Transfer
- 14 Home School Transfer
- 15 Suspended

*A **dropout** is defined as a student that:

1) Was enrolled in school at some time during the school year; 2) was not enrolled on the last day of school; 3) has not graduated from high school or completed a state approved program; 4) does not meet any of the following exclusionary conditions:

- transfer to another accredited educational program
- temporary absence due to suspension or illness
- excused from public school attendance (SDCL 13-27-3)
- death.

Your Data is Important!!

Please Review ALL of the below hints for a successful data submission.

Data collected from the State Edition and District Editions of DDN Campus
are the major components of No Child Left Behind (NCLB) reporting.

Please review all data carefully!!

- Make sure you have all students who attended school at any point this school year included. Likewise, if you have students who did not attend your school this year, make sure you delete their records.
- Be sure to check the start and end dates on the enrollment and special education records. These dates are used to determine if a child has been enrolled for a "full academic year". Those students enrolled from October 1 until April 20 will be considered enrolled for a full academic year.
- Be sure to check the percent enrolled, grade level and enrollment status of all students for accuracy.
- Be sure that all students excused from public school attendance (home school - SDCL 13-27-3) are included and assigned to attendance center 99.
- Check the county of residence reported for all students for accuracy. This data is forwarded to each county and the Office of School and Public Lands for their allocations.
- Check the school's calendar – instructional days – for accuracy. If the last day of school is May 25th, all days remaining on the calendar should be reported as "non-school days". This is important for the accurate calculation of an attendance rate and/or an ADM for state aid purposes.
- Also be sure to double check students' status elements. These are used to determine subgroups for NCLB. Status elements for a student may include one or more of the following: LEP, Title I, School Lunch Status, First Year in County, etc. We had several schools that neglected to report their lunch status of students last year – this will be reviewed and your school will be contacted if no students are reported as either free or reduced lunch eligible.
- Check to ensure that all graduates are correctly identified and reported.
- If a contracting district (authorized under SDCL 13-15-11) to out of state educational program students must be included and reported as attending out-of-state (see listing for appropriate code) and also have an enrollment status of "C".
- If receiving students from a contracting district (authorized under SDCL 13-15-1.3) students must be reported with an enrollment status of "C".
- Don't forget to code LEP students that arrived in the US **after April 21, 2006** as **first year in country!** This is coded in the state reporting fields.
- Please remember to code foreign exchange students, these students are not required to test. If they are not coded as such, the school will take a hit on their participation rate for NCLB.

- Check the attendance rate (days absent) for all students. Remember it is very unlikely that a school to have an attendance rate of 100%! Also, a student may not have a total of days absent exceeding their enrollment days!
- Only students who were identified as limited English proficient using the state approved identification test should be coded as LEP.
- In preparation of adequate yearly progress (AYP) calculation under NCLB, take a moment to verify with your special education director and teachers that all students who took the Dakota STEP-A that meet the significant cognitive disability criteria have been appropriately checked and those that no longer meet the criteria have been unchecked.
- Documentation of meeting the significant cognitive disability criteria must be maintained in the student's file, and the use of alternate assessment of the alternate academic achievement standards must be written into the IEP after such a determination by the IEP team. If a child is determined to have a significant cognitive disability, users should simply go into the special education tab (please see below) and click in the box which is located in the lower right corner of the special education tab. If a student no longer meets the criteria the box should be unchecked. Questions regarding this issue may be directed to Linda Turner, Office of Special Education, 773-6119 or linda.turner@state.sd.us.

Student Info		Enrollment		Status Elements		Special Education		Assessment	
<input type="button" value="Save"/> <input type="button" value="Print"/> <input type="button" value="New Entry"/> <input checked="" type="button" value="Delete Entry"/>									
Eligibility Date	End Date	Primary Disability				Category			
03/10/2005		Deaf-Blind				Reg Classroom w/mod			
09/01/2004	05/30/2005	Deaf-Blind				Reg Classroom w/mod			

Special Education Detail			
Eligibility Date	End Date	Category	Program Type
03/10/2005		Reg Classroom w/mod (100)	Mild to Moderate Disabilities (A)
Primary Disability		Multiple Disability #1	Multiple Disability #2
Deaf-Blind (0500)			
Multiple Disability #3		Multiple Disability #4	Multiple Disability #5
Physical Therapy	Recreational Therapy	Occupational Therapy	
Hours	Hours	Hours	
Occupational Therapy	Psychological Therapy	Counseling Service	
Hours	Hours	Hours	
Counseling Service	Social Work Service	Other Therapy Services	Parent Association
Hours	Hours	Hours	0/2005 Alpena Hi Sch
<input type="checkbox"/> Assistive Tech	Exit Reason	<input checked="" type="checkbox"/> Significant Cognitive Disability	
<input type="checkbox"/> Transportation			

Must be checked for all students meeting the criteria of significant cognitive disability.

- Students who were eligible for free or reduced lunch at any point during the school year will make up the economically disadvantaged subgroup.
- If your school district is using a 4-day school week, please check the 4-day check box on the calendar for each school that this would apply to. ****DO NOT CHECK** the 4-day check box if you have a preschool, kindergarten or rural school identified as having a 4-day school week. For clarification, please contact Shannon Malone.

To create a list of students and their basic data elements follow the steps listed below:

- Go to Ad Hoc Reporting and click on Filter Designer.
- Choose the first button called "Create a new Filter using the Query Wizard" and then choose the button called "Student" and then click on next.
- Choose the following fields for your report:
 - Under Demographics – choose last name, first name, grade, State ID Number, start date, end date, birth date
 - Under Learner – Active Enrollments – State Reporting Elements you will find different fields that you can choose from: LEP, Citizenship, Title I, Migrant, Percent Enrolled and others
- Leave all fields in the next screen blank to list the codes for all students, or use the filter to get specific data. For instance, if you just wanted student with a meal status of free or reduced, next to the field MS, enter <> S. You will need to name your query and then test the data. There are many new fields that you choose from. Everyone will want to test out different options to see what works for you.

Please contact us if you need assistance verifying your data.

DOE Contact Information:

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